



**OFFICE OF THE ATTORNEY GENERAL**  
**200 St. Paul Place**  
**Baltimore, Maryland 21202**  
**[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)**

**JOB ANNOUNCEMENT**  
**Special Education Ombudsman**  
**Civil Rights**

**Posting Date:** October 26, 2023      **Closing Date:** November 10, 2023

**Job Title:** Special Education Ombudsman      **Position Type:** Regular Full-Time

**Salary:** \$89,727 - \$144,573- The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

**Location:** Office of the Attorney General, 200 St. Paul Place, Baltimore, Maryland

**Telework Status:** A hybrid remote telework and in-office schedule option is available per applicable policies and procedures.

**DESCRIPTION:** The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the legal business of the State, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials and institutions of State Government. As Maryland's 47th Attorney General, Anthony G. Brown, leads the Office with a key focus on equity, justice, and fairness.

OAG is seeking applicants to serve as the Special Education Ombudsman for the State of Maryland. The Ombudsman serves as a resource for information and support to parents, students, and educators regarding special education rights and services. The Ombudsman maintains a toll-free phone number for queries from the public on special education matters; maintains

confidentiality of personal information; identifies patterns in parent complaints and shares this information with the Maryland State Department of Education; and drafts an annual report to be shared with the Maryland General Assembly.

Other key responsibilities of the Special Education Ombudsman, include:

- Providing information to parents of students with disabilities and other members of the public on how to navigate the process of obtaining special education evaluations and services; the rights of the parent in the special education process; and procedures for resolving disagreements and disputes regarding the provision of special education or disciplinary action taken against students with disabilities.
- Maintaining a database to track calls from parents and members of the public regarding special education questions and complaints through a toll-free number.
- Communicating regularly with the Maryland State Department of Education on patterns and trends of calls received from parents and members of the public.
- Conducting training sessions on special education related topics for the public.
- Developing working relationships with the local education agencies, public agencies, local advocacy organizations, and other relevant State agencies that serve students with disabilities.
- Drafting an annual report to the Maryland General Assembly on the numbers and types of calls received by the Ombudsman; trends and patterns of complaints filed by parents; a summary of the activities of the Ombudsman for the preceding year; and recommendations on the implementation of special education and services.

**EXPERIENCE:** The ideal candidate will have a minimum of seven (7) years of relevant experience. The Special Education Ombudsman must have excellent communication, time-management, and interpersonal-relationship skills. The ideal candidate will have substantial experience providing information and support to parents, students, and educators regarding special education rights and services and in the areas listed above. On an as-needed basis, the Ombudsman will be required to work outside of normal business hours and to travel throughout the State.

Although not a requirement for this position, candidates with legal degrees and relevant experience are encouraged to apply and will be given preference based on the strength of their application. The ideal lawyer candidate will have a minimum of five (5) years of legal experience and admission to the Maryland Bar or the eligibility to waive in immediately.

**SUBMISSION:** Interested persons should submit an application through the Department of Budget and Management, Maryland State Online Employment Center <https://www.jobapscloud.com/MD/> by **November 10, 2023 at 5 PM**. In addition, applicants are

required to upload a cover letter and resume with the online application. Applicants who are subsequently invited for an interview will also be asked for references.

**EMPLOYMENT BENEFITS:** The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401 (k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

**EQUAL OPPORTUNITY EMPLOYER:** The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

**COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING:** The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.